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Approved For Release 2005/07/01 : CIA-RDP80B01495R000700020026-8

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TAB A

FBIS DAILY REPORT - PRINTING SPECIFICATIONS

1. Workload: Eight separate volumes of the Daily Report must be published on a daily basis (Saturdays, Sundays and holidays excluded). The total number of pages in all reports (text, indexes and covers) is 440-456. The volumes themselves vary in size, the smallest volume presently averaging 18 pages and the largest 94 pages. But there would be considerable deviation around each "average," as the contents in large measure reflect changing world situations. The present ceiling for any one book is 96 pages. The volumes are currently printed in a total of 5,000-6,000 copies but this may also vary since subscriptions are based upon user requests. Overall, the printer would be handling some 86,000 pages a day.

An "annex" is printed for each Daily Report as needed. This "annex" is a four or eight page wrapper on the outside of the standard volumes used to convey restricted materials to selected consumers for official use only without having to reprint entire volumes. This does not add pages to the totals cited above, but requires another handling step.

2. Flexibility: In addition to the eight basic volumes, the printer must be prepared at times to handle "supplements" to any of the eight. These "supplements" are ad hoc publications devoted to limited and discrete topics, e.g. unusual international events such as a CPSU Congress, national assembly meetings. A "supplement" is simply a second volume which is given the same distribution as its parent report among the eight basic volumes. The printer must be able to provide "supplements" on notice ranging as short as four days. Supplements are produced on an average of one per week and in size average 48 pages. These page requirements are over and above the page totals cited under "workload". In 1973 there were 46 supplements (totaling 1,139 pages); in 1972 there were 31 (1,388 pages); and in 1971 66 (3,761 pages).

Another printing requirement concerns "reaction reports," ad hoc publications which can be 11-60 pages in length, have special but limited distribution, and which must be prepared on short notice, usually two days. There were five of these printed in 1973 and five in 1972.

3. Timeliness: The Daily Report as now printed and delivered contains monitored materials 80 percent of which are no more than 24 to 48 hours old (including weekends). Pending Daily Report automation scheduled for the spring and summer of 1975, the material to be printed will be available at FBIS twice daily--three volumes by 1430 and five volumes by 1600--in the form of paper mats. After automation, FBIS will provide magnetic tapes for two books on the hour beginning at 1400 and ending at 1700 hours. If photocomposition is not available to the printer, FBIS will produce paper mats for each book 30 minutes later. The printer must print, collate, bind, address, and bag or envelop the finished reports so that they can reach major U.S. Government mail rooms by 0800 the following workday. FBIS provides the addresses. (The Agency courier service now delivers FBIS paper mats to the printer and the finished Daily Reports to CIA offices, other U.S. Government mail rooms and to the Post Office. It is assumed that this will continue. Contractor addressing for specific Agency components may require Office of Security consideration.)

4. Printing Method: Details of the present printing system are included in TAB B. Printing requirements after Daily Report automation are described in TAB C.

5. Presentation: The Daily Reports must be printed on 50 lb. opaque bookpaper or its equivalent, and the clarity of reproduction must approach that of an original typed page and be of sufficient quality for microfiche. Covers are printed on 80 lb. colored paper. The books must be saddle stitched and the colored covers should approximate the present colors.

6. Reliability: Only one publication day has ever been missed in 30 years, despite natural and man-made calamities, and this was the result of a snow storm seriously affecting both FBIS and PSD. The printer must give reasonable performance guarantees against publication failures or delays. He should have a backup plan in case of emergency. A performance bond may provide incentive.

7. Official Use Only Handling: The printer must be bonded to handle Official Use Only material and meet O/S requirements for such handling.

TAB B

FBIS DAILY REPORT - CURRENT PRINTING PROCESS

1. FBIS Processing Branch in Rosslyn types copy on opaque bookpaper which has been overprinted with nonphoto blue indices. The type is IBM Microalite 14 pitch--14 characters per horizontal inch and 7 lines of type per vertical inch. The format is a single column 6 1/4 inches wide by 9 inches long, exclusive of heading. These master pages are delivered by Agency courier to PSD, Langley.
2. PSD uses the masters to produce two-page offset mats using an Itek electrostatic platemaker.
3. These offset mats are used to print four-page signatures measuring 10 1/2 by 16 inches. The printing is done on 50 lb. opaque bookpaper, and the cover stock is 80 lb. colored paper.
4. The books are then collated, bound, and folded on a Jet Speed or Numanco machine. The covers are saddle stitched over the text pages using .050 wire staples.
5. Upon completion of the collation-bindery operation the volumes are sorted for delivery, either into addressed envelopes or wrapped into bundles with address cards on top. Some of these volumes are placed on an open cart for delivery within CIA Headquarters. The remaining volumes are placed in sacks which are picked up by the Agency's couriers early in the morning and delivered to various U.S. Government agencies throughout Washington. Others are dropped off at the City Post Office for other government agencies in Washington and elsewhere.
6. The entire printing, collating, binding and addressing process is completed within a single 8-hour shift by an 8-man crew.

TAB C

FBIS DAILY REPORT - PRINTING PROCESS WITH PHOTOCOMPOSITION

1. The daily volume of Daily Report pages will be reduced by about 30 percent to 272 pages of text, 16 pages of tables, and 32 pages of covers per day. These pages will be bound into eight volumes, the smallest of which will be 12 pages plus cover and the largest 66 pages plus cover. There will still be annexes and supplements and reaction reports.
2. The entire format of Daily Report volumes will change and will require a more exacting job of printing. The new format will consist of two 3 1/4-inch wide columns per page, each column being 9 inches long. The typeface will be a 9 pt serif face set on a 10 pt base. It will be a photocomposed type produced on an APS-4 or similar photocompositor. The photocomposition will be converted into offset plates by using the Itek electrostatic platemaker. FBIS will provide, either by direct wire or by Agency courier, a magnetic tape containing hyphenated, justified and page composed material which PSD will run through a photocompositor to obtain camera-ready copy for use on the Itek platemaker.
3. This assumes that printer will provide photocomposition as presently planned by PSD. If the printer does not provide photocomposition, FBIS will continue to produce paper mats as described in TAB B.